

# **Councilman Ron Nirenberg, District 8**

## **Intern Job Description**

**Job Title:** Constituent Services / Outreach Assistant

**Location:** District Office  
9830 Colonnade, Ste. 165  
San Antonio, Texas 78230

**Stipend:** Unpaid Internship

**Date of Positions:** Flexible

**Time Commitment:** 8 week minimum

### **Summary of Position:**

Constituent Services / Outreach Assistant will provide direct support in fulfilling its mission to improve the quality of life for the citizens of District 8. The position includes assisting in the day-to-day operations of the district office, primarily through constituent services.

**Supervisor:** Director of Constituent Services

**Organization:** City Council District 8

### **Duties:**

- Assist with constituent case work, including intake services and documentation management
- Monitor and produce correspondences outlining service delivery
- Prepare outreach materials to be displayed at neighborhood meetings, health fairs, community centers, and public speaking engagements
- Perform other duties as assigned
- Some social media management

**Benefits:**

- Networking opportunities with area elected officials, governmental entities, and private businesses
- Opportunities to contribute to the enhancement of services provided by the City of San Antonio
- Opportunity to learn and contribute to the improvement of community relationships and communications by attending neighborhood meetings, media events and providing ideas for newsletter and/or website
- College credit, if appropriate
- Letters of recommendation provided upon successful completion of internship

**Qualifications:**

- Be current undergraduate or graduate student with at least two semesters of college education.
- Knowledgeable with Microsoft Office experience (Excel, Word)
- Must enjoy working as a team member with a strong desire to learn
- Good written and verbal skills
- Must have own transportation
- Must be social media savvy

Email or fax cover letter and resume to [coda.rayo-garza@sanantonio.gov](mailto:coda.rayo-garza@sanantonio.gov) or (210) 207-0942